

# ENTRANCE POSITION ANNOUNCEMENT

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY  
METROPOLITAN ACTION COMMISSION  
(615) 862-8860

APPLICATIONS WILL BE ACCEPTED UNTIL AN ADEQUATE POOL IS ESTABLISHED.

## TEACHER ASSISTANT HEAD START

**SALARY: \$21,872.68**

(Grade 1)

Plus medical, dental, pension and other insurance benefits

**POSITION DESCRIPTION:** Work hours (7:00 a.m. – 3:00 p.m.)

**Duties include:**

- Assist classroom teacher
- Assist with integrating the educational aspects of Head Start
- Member of the classroom staff
- Provide children with a learning environment
- Provide children with varied experiences
- Help children to develop socially, intellectually, physically, and emotionally
- Serves as a bus monitor

**MINIMUM REQUIREMENTS:**

Minimum of a high school diploma or GED and CDA

**OR an AA degree in Early Childhood Education PREFERRED**

Valid Tennessee Driver's License

Previous work experience with young children

Ability to work with children

Teamwork experience

Must be physically agile

### **HOW TO APPLY**

Please apply in person  
Monday - Friday, 9:00 AM - 4:00 PM  
to the  
METROPOLITAN ACTION COMMISSION,  
1624 Fifth Avenue North  
Nashville, TN 37208-2295

(615) 862-8860 Ext. 105  
Fax (615) 862-8881

Please be advised that ALL candidates for ANY position with the Metropolitan Action Commission will be subject to a background check.

The Metropolitan Government of Nashville and the Metropolitan Action Commission are equal opportunity employers.

**In compliance with Tennessee law, all applications are subject to public disclosure.**

**Requests for ADA accommodations should be directed to Thomas Cartmell at 862-8860.**

Extension 116

